



WCAS IQA

Date (DDMMYYYY) 日期 (日/月/年)

--	--	--	--	--	--	--	--

## Business Internet Banking Service Enrolment Form 商務「網上理財」服務登記表格

**Note 注意:**

- To apply, you must be an existing account holder of HSBC. At least one of your accounts must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a Business Integrated Account.  
如要申請，您必須是本行現有的戶口持有人。其中一個戶口必須為港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。
- Primary User has the overall administration and control rights of the Business Internet Banking service. All existing and future accounts will automatically be added to your Business Internet Banking portfolio up to a maximum of 50 accounts.  
主要使用者擁有商務「網上理財」服務的總體管理及控制權。所有現有戶口及日後新開設的戶口將會自動加進您的商務「網上理財」服務戶口內，最多可達 50 個戶口。
- Please return the completed form by mail to The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong or submit it to any Commercial Service Centres. For location of the Commercial Service Centres, please visit <http://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/commercial-service-centres>.  
請把填妥的表格寄回九龍中央郵政總局信箱72677號，香港上海滙豐銀行有限公司或交回任何商業客戶服務中心。查閱商業客戶服務中心地址，請瀏覽 <http://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/commercial-service-centres>。
- You will receive a letter from HSBC when your application is successful. 如申請被接納，您會收到滙豐發出的通知信。
- Please complete in English (**BLOCK LETTERS**) and tick where applicable. 請用英文大楷填寫，並在適當的地方加上剔號。
- If you have any problem filling in this form, please contact us on (852) 2748 8288. 如於填寫表格時有任何疑問，請致電 (852) 2748 8288 與我們聯絡。

### 1. Applicant company information 申請公司資料

Company name 公司名稱

 Limited company 有限公司

Company type 公司種類

 Sole proprietor or partnership 獨資經營商號或合夥經營商號 Others 其他Business Identification Document Number  
商業證明文件號碼

Principal Account Number

主要戶口號碼

### 2. User set up 用戶設定

- All Primary Users must be the authorised signatories of one of your company's accounts with HSBC, and that account must be a Hong Kong dollar / foreign currency current account, a Hong Kong dollar / CombiNations statement savings account or a Business Integrated Account.  
所有主要使用者必須為貴公司在本行現有戶口內其中一個戶口的授權簽署人，而該戶口必須為港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。
- + The short name is used to identify which user performed a particular transaction. It should be six characters without space, and can be any combination of A to Z and/or 0 to 9. Please note that the short name cannot be changed after it is set up.  
簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/或 0 至 9 的任何組合組成。請注意，簡稱一經選定，不能更改。
- \* Each Primary User will receive an authentication code via SMS for first time registration purpose. In addition, an SMS alert will be sent to this mobile phone number when this user is the final approver of a payment to non-designated third party beneficiary with payment amount over the Bank's pre-set threshold. These SMS services are free of charge and applicable to both Hong Kong and overseas mobile phone numbers.  
每位主要使用者會透過短訊收到一組認證編號以供首次登記之用。此外，每當這使用者授權付款給第三者（其他受款人），而交易金額超過本行的預設限額，本行會發出一個短訊到這個流動電話號碼。短訊服務毋須收費並適用於香港及海外流動電話號碼。
- \* You will receive a notification email from HSBC when your Business Internet Banking service is activated.  
當您的商務「網上理財」服務已被啟動，您會收到滙豐發出的電郵通知。

**Note 注意****First Primary User 第一位主要使用者****Second Primary User 第二位主要使用者**

Salutation 稱謂

 Mr 先生  Mrs 太太  Miss 小姐  Ms 女士 Mr 先生  Mrs 太太  Miss 小姐  Ms 女士

Surname 姓

Given name and other name 名及其他名

Identification document type 身分證明文件種類

 Hong Kong identity card 香港身分證 Hong Kong identity card 香港身分證 Passport 護照 Passport 護照 Others 其他 Others 其他

Identification document number 身分證明文件號碼

## 2. User set up (Continued) 用戶設定 (續)

	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
Nationality (Country/Region) 國籍 (國家/ 地區)	<input type="text"/>	<input type="text"/>
Date of birth 出生日期	<input type="text"/> Day 日 Month 月 Year 年	<input type="text"/> Day 日 Month 月 Year 年
+ Business Internet Banking User short name 商務「網上理財」 使用者簡稱	<input type="text"/>	<input type="text"/>
Contact telephone number 聯絡電話號碼	<input type="text"/>	<input type="text"/>
✳ Mobile phone number 流動電話號碼	Country/region code 國家/ 區域編號	Country/region code 國家/ 區域編號
	Phone number 電話號碼	Phone number 電話號碼
❖ Email address 電郵地址	<input type="text"/>	<input type="text"/>
Marketing information 宣傳資料	Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料 <input type="radio"/> Yes 是 <input type="radio"/> No 否	Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料 <input type="radio"/> Yes 是 <input type="radio"/> No 否

## 3. Management control options 管理監控選項

Management control is the administration of the access control and transaction limits of the users within Business Internet Banking. Please select the management control rights of your Primary User(s):  
管理監控是用來管理商務「網上理財」服務使用者的使用權和交易限額。請選擇主要使用者的管理監控功能：

One Primary User to set up, modify or delete Secondary Users and/or change transaction limits.  
一個主要使用者設定、更新或刪除普通使用者及/ 或更改交易限額。

Two Primary Users jointly to set up, modify or delete Secondary Users and/or change transaction limits.  
兩個主要使用者共同設定、更新或刪除普通使用者及/ 或更改交易限額。

Management Control Options selected here does NOT apply to set up of payment authorisation instructions on Business Internet Banking (BIB). For BIB setup, please go to "Business Internet Banking > Admin Tools > Authorisation Matrix" where you can find a step-by-step guide for setting up BIB payment authorisation instructions (Cash Management Authorisation), including the setup of BIB dual authorisation on financial transactions.  
所選的管理監控選項並不會在商務「網上理財」上設置付款授權指示。如欲在商務「網上理財」設置付款授權指示，請前往商務「網上理財」> 戶口管理 > 授權簽署組別，並參考當中的步驟指引以設置商務「網上理財」付款授權指示（現金管理授權），包括設置商務「網上理財」雙重授權簽署以進行財務交易。

**Note 注意**

## 4. Service options 服務選項

To view all the services available in Business Internet Banking, please visit <https://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/business-internet-banking>. 請瀏覽 <https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/business-internet-banking> 查閱商務「網上理財」所提供的服務。

Please specify your requested Daily Transaction Limits in the below table: 請於下表註明您要求的每日交易限額：

	Maximum daily limit set by HSBC 由本行設定的每日最高交易限額	Requested daily transaction limit 您要求的每日交易限額 (If this is left blank, the limit will be set at zero 如不填寫，限額為 0)
Internal transfer 內部轉賬	HKD100,000,000	
Third party payments 付款給第三者	Designated beneficiaries 指定受款人	HKD20,000,000
	Other beneficiaries 其他受款人	HKD2,000,000
Bill payments 繳賬	HKD1,000,000	
▲ autoPay 自動轉賬	HKD5,000,000	

**Note 注意:** ▲ If you are a HSBC autoPay customer and would like to use the autoPay service (e.g. for salary payment) via Business Internet Banking, please fill in a daily transaction limit here and specify your autoPay account number(s) below. 如您是滙豐自動轉賬服務客戶，並希望於商務「網上理財」使用自動轉賬服務（例如支付薪金），請在此填寫您要求的每日交易限額及在下方註明您的自動轉賬戶口號碼。

If you want to apply for autoPay service, please complete the autoPay Service Application Form and return it to the nearby branch. The form is available at <http://www.business.hsbc.com.hk/en-gb/form-download-centre/making-payments-forms>. 如您希望申請自動轉賬服務，請填妥「自動轉賬」服務申請表格並交回就近分行。表格可於 <http://www.business.hsbc.com.hk/zh-hk/form-download-centre/making-payments-forms> 下載。

- (1)
- (2)
- (3)

#### 4. Service options (Continued) 服務選項 (續)

If you are an existing #HSBC MPF customer and would like to submit Remittance Statement via Business Internet Banking, please specify the details below:

如您是 #滙豐強積金客戶並希望透過商務「網上理財」遞交付款結算書，請填寫下表：

HSBC Mandatory Provident Fund 滙豐強積金

		Per transaction limit for Remittance Statement (HKD) (If this is left blank, the limit will be set at zero) 付款結算書交易限額 (港元) (如不填寫, 限額為 0)	
MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
1.			
2.			
3.			

**Note** 注意: # If you do not have a direct debit mandate in place, please complete and return the relevant Direct Debit Authorisation form for setting up the new direct debit account. The forms are available at <https://www.personal.hsbc.com.hk/1/2/mpf/employer/download>. 如您仍未設定直接付款，請填妥及交回有關直接付款授權書表格以便設定直接付款戶口。表格可於 <https://www.personal.hsbc.com.hk/1/2/mpf/employer/download> 下載。

#### 5. Per account daily transaction limit 每日戶口交易限額

Per account daily transaction limit 每日戶口交易限額

		⌘ Requested per account daily transaction limit 您要求的每日戶口交易限額 (If this is left blank, the limit will be set at zero 如不填寫, 限額為 0)
First Primary User 第一位主要使用者		
Second Primary User 第二位主要使用者		

**Note** 注意: ⌘ This limit will apply to all existing registered accounts except Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. Please note that the total daily transaction amount of all accounts cannot exceed the Daily Transaction Limit defined in section 4. 此限額將應用於所有現有的已登記戶口但並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。請注意，所有戶口的每日交易總額不能超過第 4 部分所訂每日交易限額。

#### 6. Collection of PIN and Security Device 領取密碼及保安編碼器

To access Business Internet Banking for the first time, each Primary User needs an authentication code, an activation PIN and a Security Device. The authentication code will be sent via SMS to the mobile phone number specified in section 2. Please select your preferred collection method for the activation PIN and security device. 每位主要使用者需要一組認證編號、一組啟動密碼及一個保安編碼器方可啟動商務「網上理財」服務。認證編號將會以短訊發送到填寫在第 2 部分的流動電話號碼。請選擇領取啟動密碼及保安編碼器的方式。

- Send to the correspondence address of +business account number  via  the communication address  
以下列方式寄往+商業戶口  的通訊地址
- Normal Mail 普通郵件     Registered Mail 掛號郵件     Courier 速遞
- Collect in person at the following  Commercial Service Centre or Commercial Transaction Centre:  
親自前往下列  商業客戶服務中心或工商交易中心領取：

Options 選項

- Note** 注意: 1. + It must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a Business Integrated account. The Primary User(s) specified in section 2 must be an account mandate signatory of this account. 此戶口必須為港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。在第 2 部分所設定的主要使用者必須為此戶口的授權簽署人。
2.  For the list of centres, please visit <https://www.hsbc.com.hk/personal/contact-us/branch-locator.html>. 有關中心名單，請參閱 <https://www.hsbc.com.hk/zh-hk/personal/contact-us/branch-locator.html>。
3. A handling charge will be levied on delivery via registered mail or courier. For details please refer to <https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/dbbpage/commercial/online/help/text/pindelivery>. 如選擇掛號郵件或速遞，本行會收取手續費。詳情請參閱 <https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/dbbpage/commercial/online/help/text/pindelivery?lang=zh>。
4. The collection method selected above will be applied to all the Primary Users and Secondary Users created afterward. 以上所選擇的領取方式將會適用於所有日後設定的主要使用者及普通使用者。
5. Business Internet Banking Security Device Issuance/Replacement Fee will apply (Issue Security Device to new Primary User(s)). Please refer to Commercial Banking Tariffs at <http://www.business.hsbc.com.hk/en-gb/resource-centre/commercial-tariffs>. 本行將收取申請/更換商務「網上理財」保安編碼器費用（為新主要使用者申請保安編碼器），請登入 <http://www.business.hsbc.com.hk/zh-hk/resource-centre/commercial-tariffs> 參閱工商金融服務收費簡介。

## 7. Declaration by the applicant company 申請公司聲明

1. I/We confirm that the information given in this form is correct and complete, and authorise you to confirm this from any source you may choose.  
本人（等）證實此登記表格資料乃屬真確及詳盡，並授權貴行可向任何方面查證。
2. ♦ I/We have read and understand (i) the notes, terms and conditions set out in this form and (ii) the Business Internet Banking Terms and Conditions (found at <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms>) and agree to be governed by them.  
本人（等）已閱讀及明白 (i) 此表格上列明的「注意」事項以及條款及細則 (ii) 商務「網上理財」服務的條款內容（列於：<https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms?lang=zh>），並同意接受該等條款約束。

### Signed for and on behalf of the applicant company 授權簽署的申請公司代表人

(1)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署 <input type="text" value="X"/>
(2)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署 <input type="text" value="X"/>
(3)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署 <input type="text" value="X"/>

### Signing requirements 簽署指引

**Sole Proprietorship** 獨資經營商號

**Trust with a Sole Trustee** 唯一受託人的信託基金

**Partnership** 合夥經營商號

**Limited Company** 有限公司

Signed by the Sole Proprietor 須由東主簽署

Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)

Signed by **ALL** partners 須由**所有**合夥人簽署

Signed by the Director 須由董事簽署

[the director signing here must be a different person to the chairman who signs in the Certificate of Due Authorisation below unless the company has (lawfully) only one director. 須由簽署下列授權證明書的董事會會議主席以外的其他董事簽署，若公司只有單一名董事（符合法例規定下）則不受此項限制。]

### Note 注意

- ♦ By subscribing to this service, the Business Internet Banking Primary Users and any or all Secondary Users will be deemed by HSBC Provident Fund Trustee (Hong Kong) Limited and/or The Hongkong and Shanghai Banking Corporation Limited to have been authorised for the purposes of the HSBC MPF scheme as if they were authorised signatories thereof but for the purposes only of operating the Business Internet Banking MPF Service and you hereby authorise us to transfer details of the Primary User and any and all Secondary Users to HSBC Provident Fund Trustee (Hong Kong) Limited and/or The Hongkong and Shanghai Banking Corporation Limited.

在簽訂此服務的同時，商務「網上理財」主要使用者及任何或所有普通使用者均被 HSBC Provident Fund Trustee (Hong Kong) Limited 及 / 或香港上海滙豐銀行有限公司視為獲授權處理滙豐強積金計劃但只適用於處理商務「網上理財」強積金服務及您在此授權本行提供主要使用者及任何或所有普通使用者的資料給 HSBC Provident Fund Trustee (Hong Kong) Limited 及 / 或香港上海滙豐銀行有限公司。

**8. Certificate of Due Authorisation by applicant company (for limited company only) 申請公司授權證明書 (有限公司適用)**

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the applicant company on

(insert date) that:

茲證明本申請公司已於  (日期) 召開董事會會議，通過以下決議：

1. The applicant company shall subscribe for the Business Internet Banking offered by The Hongkong and Shanghai Banking Corporation Limited;  
本公司將申請由香港上海滙豐銀行有限公司所提供的商務「網上理財」服務；
2. The terms set out and the particulars completed in the Business Internet Banking Service Enrolment Form and the Business Internet Banking Terms and Conditions (found at <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms>) are approved and adopted in all aspects; 在商務「網上理財」服務登記表格上所列明的條款及本公司所提供的資料，以及適用於商務「網上理財」服務的條款與細則（列於：<https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms?lang=zh>），均已獲本申請公司批准及同意接受；
3. The director whose name and signature appear above in section 7 be authorised to sign the Business Internet Banking Service Enrolment Form on behalf of the applicant company; and  
於上述第 7 部分附上姓名及簽名式樣的各名董事，已獲授權代表本申請公司簽署商務「網上理財」服務登記表格；及
4. Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the applicant company's Board of Directors and a certified copy thereof shall have been received by the Bank.  
以上各項決議的詳細內容將傳達予貴行，並將維持有效，直至決議被修訂而修訂決議已經董事會通過，以及一份核證副本已送交貴行為止。

I further certify that details of the above resolution has been entered into the Minute Book of the applicant company and signed therein by the chairman of the meeting and are in accordance with the applicant company's Memorandum and Articles of Association or equivalent constitutional documents. 本人進一步證明以上各項決議詳情已記錄於本申請公司的會議紀錄簿內並由會議主席簽署，且符合本申請公司的組織章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) 簽署 (會議主席)

Date 日期：

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

**Note** 注意: The Board of Directors shall, in the case of 董事會可以是

- A society, Club or Association, be referred to as the Members of the Committee, 在會、社或團中，被指為委員會委員
- An Owners Incorporation, be referred to as the Members of the Management Company, 在業主立案法團中，被指為管理委員會委員
- A Trade Union, be referred to as the Members of the Executive, 在職工會中，被指為執行委員會委員
- A Trust, be referred to as the Trustees, 在信託基金中，被指為受託人
- A Joint Venture, be referred to as the Partners/Members of the Joint Venture 在合夥企業中，被指為合夥人或成員

AND 及

References to the Company and the Director(s) shall be construed accordingly. 本表格中凡指「公司」及「董事」者，均須按此詮釋。

**For Bank Use Only 銀行專用**

FW	Branch Chop and Authorised Signature
VP/SVP Approval (if applicable)	
(Name and Authorised Signature)	